



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

NOVEMBER 2015

TABLE OF CONTENTS

Performance Measures

Police Calls and Service Times

Crime

Condition Index for Streets

Diversion Rate of Solid Waste from Disposal at a Landfill

Water Quality Testing Results

Permits

Value of Private Construction

Private Construction Inspections Performed

Budget Status

Central Purchasing

Current Procurements

Completed Procurements

Pending Procurements

Capital Projects

Pump Station Replacement/Rehabilitation

Sewer Rehabilitation and Water Distribution

Water Tank Rehabilitation

New Water Treatment Plant (WTP)

Annapolis Water Reclamation Facility (AWRF) Projects – Influent Pump Station project and Flow Measurement project (County managed)

Dam Repair at Waterworks Park

City Dock Bulkhead Replacement, Phase 2

City Hall Project

Maintenance Facilities

Landfill Gas Mitigation

Stormwater Management Retrofit

Road Reconstruction

Main Street Reconstruction

Cornhill Street Sidewalks

Personnel Update

New Hires

Promotions/Internal Vacancies Filled

Law Office Report

Open Litigation

Adopted Legislation

City Clerk

[Alcoholic Beverage Control Board](#)
[Board of Supervisors of Election](#)
[Public Safety Update](#)
[Fire Department](#)
[Emergency Management](#)
[November](#)
[Police Department](#)
[Building Activity](#)
[Planning Activity](#)
[Comprehensive Planning](#)
[Current Planning](#)
[Community Development](#)
[Historic Preservation](#)
[Economic Development](#)
[Recreation and Parks](#)
[Recreation](#)
[Parks](#)
[Harbormaster](#)
[Transportation](#)
[Monthly News](#)
[Activity Report](#)

Performance Measures

Police Calls and Service Times

Month	2012	2013	2014	2015	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	3153	2596	2894	2571	1:30 Minutes	12 = 1:20	3 = 1:31	19 = 1:41
February	2725	2399	2714	2422	2:09 Minutes	9 = 2:18	2 = 1:15	6 = 2:55
March	3217	3117	2885	2714	1:06 Minutes	13 = 1:07	9 = 1:18	3 = 0:55
April	2997	2931	3005	2808	1:24 Minutes	21 = 1:50	6 = 1:06	15 = 1:17
May	3259	3145	3197	2961	1:28 Minutes	14 = 1:11	4 = 2:13	20 = 1:01
June	3100	3051	3161	3059	2:14 Minutes	20 = 3:03	18 = 1:21	23 = 2:19
July	3123	3176	3515	3076	1:43 Minutes	21 = 2:10	4 = 1:53	13 = 1:08
August	3033	2995	3280	3064	1:50 Minutes	18 = 2:11	7 = 1:11	6 = 2:10
September	3180	3342	3129	2892	2:10 Minutes	19 = 2:58	6 = 2:38	10 = 1:26
October	3239	3269	3158	2805	2:54 Minutes	22 = 3:00	7 = 2:35	11 = 2:08
November	2748	3472	2763	2871	2:22 Minutes	21 = 2:09	7 = 2:01	16 = 2:58
December	2667	2670	2551					
Totals	36163	36252	36252	31,243				
Avg Per Day	106.1 cfs	99.5 cfs	98.5 cfs	93.5 cfs				

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg-Res	Burg-Com	Larceny	MV Theft	Total
Oct 15	0	1	3	2	15	12	1	66	1	101
Oct 14	0	0	2	2	11	12	2	51	6	86
Diff +/-	0	+1	+1	0	+4	0	-1	+15	-5	+15
Diff % +/-	0.00%	+100.00%	+33.33%	0.00%	+26.66%	0.00%	-50.00%	+22.73%	-83.33%	
				Monthly	Total				Monthly	Total
	Violent Crime Diff +/-			+6	+28.57%	Property Crime Diff+/-			+9	+11.25

Crime in November was driven by a 23% increase in thefts. This continues the trend for the year where we have experienced an increase in burglaries and thefts.

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- 2015 paving total – 1.91 miles

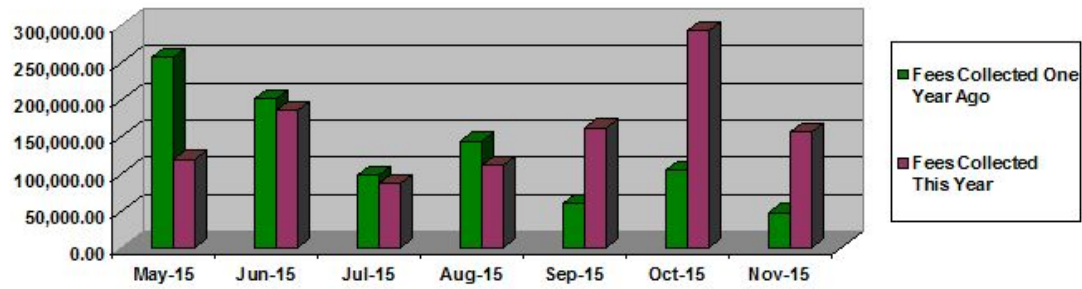
Diversion Rate of Solid Waste from Disposal at a Landfill

- November diversion rate – 50.4%
- 12-month (December 2014 – November 2015) diversion rate – 42.2%

Water Quality Testing Results

- There were no water quality issues with the November water samples.
- There have been no water quality issues with water samples taken in 2015.

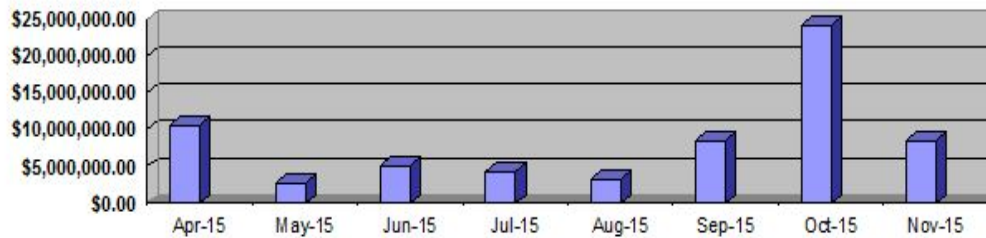
Permits



Permit applications received	406
Permits issued	362

Value of Private Construction

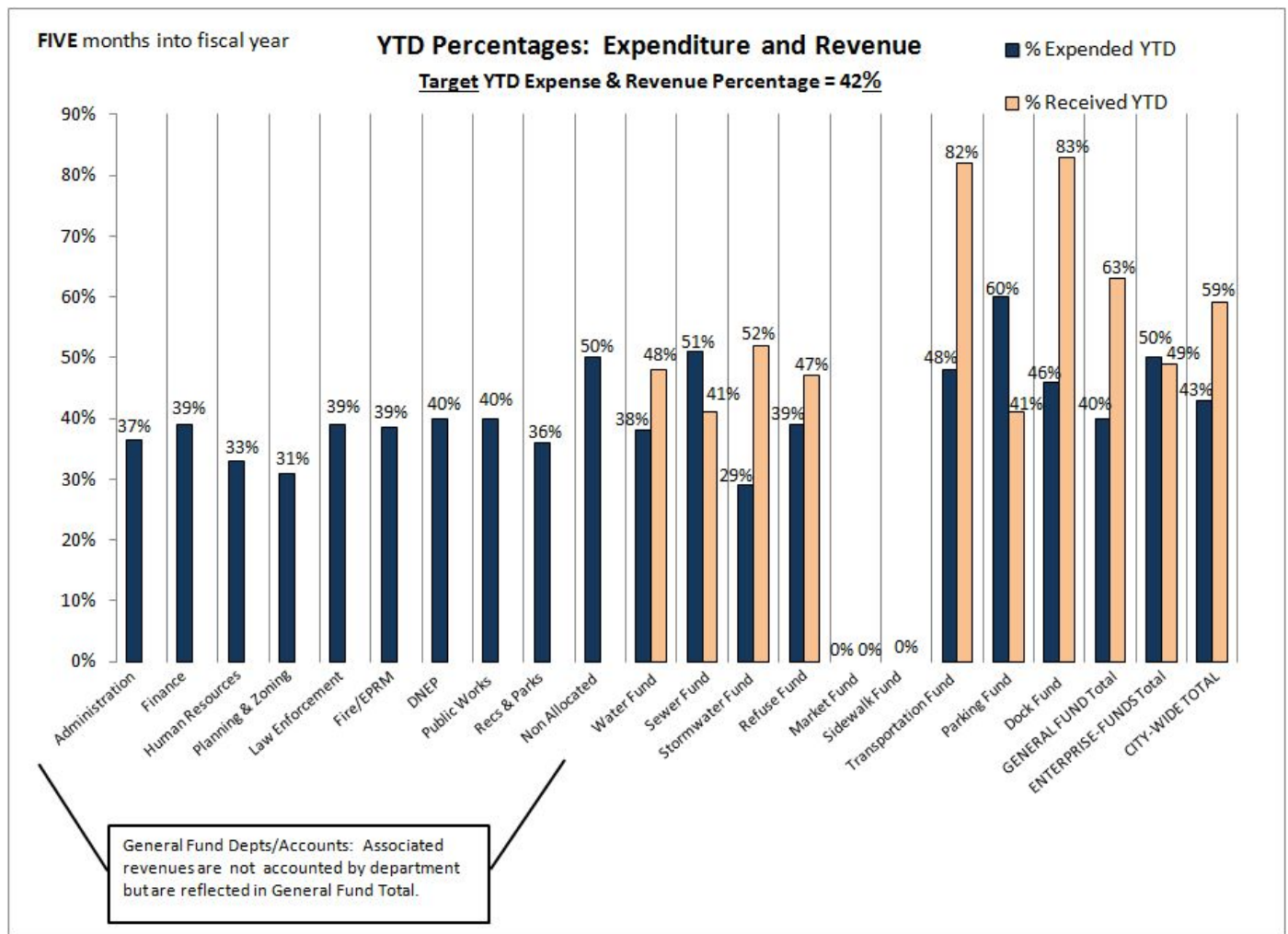
Total \$8,514,335.63.



Private Construction Inspections Performed

Building and Trade Inspections	757
Property Maintenance Inspections	247
Code Enforcement Inspections	169
Use/Life Safety Inspections	11

Budget Status



Central Purchasing

Current Procurements

RFP 15-11 – Integrated Parking Operations and Management Services

- 4 proposals received. 3 firms short listed. BAFO received.

RFP 15-18 – Historic Preservation Consultants

- 23 Qualification statements received. Review in progress.

RFP 15-21 – APD Indoor Firing Range Replacement

- Awarded to Target Worx. Contract in progress.

RFP 15-22 – APD Firing Range Ventilation System Replacement

- 3 Proposals received. Award on hold.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Review in progress. Award on hold.

IFB 16-05 – Wayfinding Sign Fabrication

- Awarded to Gelberg Signs. Contract in process.

RFP 16-06 – Energy Performance Contracting

- 2 Proposals received. Review in progress.

IFP 16-07 – Helix Mooring Installation

- Awarded to Murtech, Inc. Contract in process.

RFP 16-08 Transit Bus Advertising Program

- Award pending MTA concurrence.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- Proposals due 12/10.

RFP 16-11 – Construction Services – Stanton Center Door Replacement

- 5 Bids received. Review in progress.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Demolition phase scheduled for April 2016 completion.

RFP 15-10 – Storm Water Management Inventory and Watershed Improvement Plan

- Awarded to URS. Project scheduled for December 2015 completion.

RFP 15-09 – Truxtun Pool Assessment

- Awarded to SEI Architects. Project scheduled for November 2015 completion.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for October 2016 completion.

IFB 15-17 – Annapolis Dam Repairs

- Awarded to M2 Construction. Project scheduled for February 2016 completion.

RFP 15-20 – Eastport Traffic Study

- Awarded to Sabra Wang & Associates. Study scheduled for March 2016 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for June 2016 completion.

IFB 15-27 – Second Street Pump Station Repairs

- Awarded to JJID. Project scheduled for April 2016 completion.

RFQ 15-28 – City Dock Bulkhead Replacement – Construction Services

- Awarded to Cianbro Corporation. Project scheduled for April 2016 completion.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services

- Awarded to BPI Mechanical, Inc. Project scheduled for April 2016 completion.

Pending Procurements**RFP 16-10 – Legal Services – Police and Fire Retirement Commission**

- Draft in progress. Anticipated release in December.

RFP 16-14 – APD CAD RMS System

- Draft in progress. Anticipated release in Dec/Jan.

IFB 16-15 – Unleaded Gasoline and Diesel Fuel

- Draft in progress. Anticipated release in Dec/Jan.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. Pump Replacement – The contract for bypass of the pump station and repair of the wetwell has been awarded. Submittals have been initiated. Work is expected to start by mid-December.

Sewer Rehabilitation and Water Distribution

USNA Flowmeter – The flow meter final plan, including assessment findings and recommendations, is under review. Buried Asset Evaluation – Meetings were held to review the Comprehensive Analysis Plan and preliminary plans for Asset Management Strategies, as well as project updates.

Water Meter Purchase (71003) – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

AT&T antenna replacement work on Janwal Tank is complete except punchlist items. Closeout documents are being collected.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities this month included filter/pump rooms, flocculation/sedimentation and admin/maintenance stairwell concrete work, raw water, overflow and finished water piping, conduit installation and setup of longer-term storage.

Annapolis Water Reclamation Facility (AWRF) Projects – Influent Pump Station project and Flow Measurement project (County managed)

Influent Pump Station – Consultant work on the hydraulic improvements continues. Flow Measurement Improvements – Coordination with the County on current flow metering equipment has been initiated.

Dam Repair at Waterworks Park

Shotcrete installation for Phase 2 and 3 sections of the dam was completed. A weir notch was cut into the spillway, and cast-in-place concrete was installed to create a finished surface. The spillway was abrasively demolished, guide wires were set and shotcrete was installed on the vertical face to within 2 feet of the horizontal base. Cast-in-place concrete was installed at the base. The weir gate with actuator was installed and City personnel received training on its use. The overflow channel base had 5” of cast in place concrete placed. Following a 7 day cure, the overflow channel walls were systematically demolished in sections, forms were set and cast-in-place concrete was installed to form the bench and walls of the channel.

City Dock Bulkhead Replacement, Phase 2

The existing condition surveys of all structures within a 200-foot radius of the project were completed. Five seismic monitors were placed on all structures within a 100-foot radius. The seismic monitors are monitored on a 24/7 basis, and monthly reports document activity throughout the duration of the pile driving activity. Five loads per week of 69-foot long steel sheet piles have been delivered regularly at 6 AM to minimize impacts to traffic. Deliveries typically involve multiple (2-3) truck loads. Driving of the sheet piles began on Monday, November 9. Cianbro has been working on Saturdays to stay ahead of the schedule as they go into the winter months. To date, there has been approximately 150 linear feet of sheet pile driven to grade. Some resistance was encountered as some piles were driven the final 15 feet or so. The sheet piles possibly encountered a clay layer. Individual boxes were built around each bronze statue of the Alex Haley display to protect them during construction. All of the bronze plaques in the Story Wall along Compromise Street were removed, placed on pallets and stored in the former recreation center at 9 St. Mary's Street.

City Hall Project

BGE has scheduled the installation of the gas meter for week of January 4. A meeting is scheduled with the contractor, BPI Mechanical, in early December to discuss the HVAC design.

Maintenance Facilities

The 935 Spa Road demolition drawings were submitted to DNEP on October 27 for the demolition permit. The 932 Spa Road trailer installation drawings were submitted on October 27 for the building permit.

Landfill Gas Mitigation

DPW is resuming negotiations with MDE on the Draft Consent Order so that a clear course of action can be finalized for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

Design has begun for the storm drain system improvements at the eastern end of Prince George Street. Stormwater issues at other locations have been identified, inspected in the field, and are being evaluated for potential solutions.

Road Reconstruction

Paving in the Van Buren neighborhood, including extensive base patching and repair, is underway and expected to be completed in early December.

Main Street Reconstruction

An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections. The estimated cost to install connections for these 51 locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

A cost proposal was obtained from RK&K to provide design service. Award of the design service contract is expected to occur during December 2015, and construction is estimated to start in January 2017.

Personnel Update

New Hires

Police - 2 Police Officers
Transportation - 2 Bus Drivers Part-time
Recreation and Parks (Dock) - 1 Asst. Harbormaster

Promotions/Internal Vacancies Filled

Public Works - Equipment Operator II

Law Office Report

Open Litigation

Case Name	Dept	Comments
Moe's Southwest Grill PJR A.A. Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Court of Special Appeals affirmed Circuit Court decision, which affirmed BOA approval of special exception for Chipotle Mexican Grill at 36 Market Space; Petition for Writ of Certiorari filed in Court of Appeals; Writ of Certiorari granted; oral argument pending
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Court granted summary judgment in favor of City; Defendant filed a Motion for New Trial or to Alter or Amend Judgment; Motion denied; Defendant filed a Motion to Stay Execution of Judgment; City filed a response.
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Memoranda filed; oral argument 10/5/15; decision pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial postponed; trial date pending
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision, but Petitioners appealed to Court of Special Appeals; briefs and oral arguments pending
Cecelia Brown v. COA A.A. District Court Case No. CV-15-004927 (L59-15)	PW	Complaint and Answer filed; trial date 1/14/16
De De Enterprises, Inc. t/a Free State Printing v. COA A.A. District Court Case No. CV-15-006469 (L75-15)	Finance	Complaint and Answer filed; Third-Party Complaint filed; trial date 1/7/16
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending
Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Complaint and answer filed; trial date pending
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Complaint and answer filed; discovery ongoing; trial date 1/5/16

Armstead v. COA, et al. A.A. Circuit Court Case No. C-02-CV-2534	APD	Complaint filed; Motion(s) to Dismiss filed; oral argument scheduled for 1/7/16
State Farm Insurance (Chapman) v. COA A.A. District Court Case No. D-07-CV-15-000197	DOT	Complaint and answer filed; Plaintiff voluntarily dismissed complaint
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
White and Bouie v. COA U.S. District Court of Maryland Case No. 1:14-CV-00424	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA
Spearman Appeal	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; briefs and oral arguments pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Stansbury v. COA U.S. District Court of Maryland Case No. 1:15-CV-00497	PW	Complaint and answer filed; discovery ongoing
Ross v. COA, et al. A.A. Circuit Court Case No. C-02-CV-15-000827	PW	Appeal to the Court of Special Appeals of a decision granting the City's Motion to Dismiss; briefs and oral argument pending
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16
Martinez v. COA	APD	Claim filed; answer filed; fact-finding conference 12/16/15
Administrative Hearings:		
(none currently)		
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.

Disability Retirement Review Board Appeals:		
Thomas v. City	AFD	Hearing occurred 11/24/15, continued to 1/12/16
Union Grievances:		
(none currently)		

Adopted Legislation

- **Adopted on 11/9/15**

O-37-15 Repealing Fifteen-Minute Parking on Northwest Street - For the purpose of repealing the fifteen-minute parking limit on portions of Northwest Street adjacent to the old Post Office.

O-38-15 Parking Motor Homes - For the purpose of regulating the parking of Motor Homes on City streets; and matters generally relating to parking Motor Homes.

R-18-15 Amending Fines for Parking on Northwest Street and Parking of Motor Homes - For the purpose of removing the fine for violating 15-minute parking on portions of Northwest Street and establishing a fine for parking violations specific to motor homes.

O-45-15 Lease of City Property: Spring 2016 Boat Shows - For the purpose of authorizing a lease of certain municipal property located in the areas of Susan Campbell Park, Annapolis City Donner Parking Lot, Ego Alley Water Space, and Old City Recreation Center and other property and water locations as described in the lease to Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2016, to conduct boat shows.

- **Adopted on 11/23/15**

R-34-14 2014 West Annapolis Sector Study - For the purpose of adopting the West Annapolis Sector Study as an addendum to the 2009 Annapolis Comprehensive Plan.

CA-2-15 Charter Amendment, Board of Supervisors of Elections - For the purpose of changing the deadlines for designating and appointing members to the Board of Supervisors of Elections.

O-47-15 Moderately Priced Dwelling Units - For the purpose of amending the eligibility requirements for access to moderately priced dwelling units to include individuals working within the United States Naval Academy grounds.

City Clerk

Alcoholic Beverage Control Board

BUSINESS AND MISCELLANEOUS

- **HARBOR GRILL** –Substitution of Officer (Glenn Woodger to replace Karen Wilder)
- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN NOVEMBER: 15**
 - 7 - Fully Executed Legislation
 - 8 – Fully Executed Contracts/Agreements
 - 4- Request for information via Citizen's completed
 - 5- Requests for information Alderpersons/ Administration
 - 1- City Departments information requests
 - 11- Special Event Application Reviewed
 - 2- Registration Certificate for Exempt Peddlers Applications
 - 2- Draft City Council Meeting Minutes of 11/9/15 and 11/23/15
 - 1- Draft Board of Supervisors of Elections Meeting Minutes
 - 2- Agenda Posting – City Council Meetings
 - 1- Agenda Posting – Board of Supervisors of Elections

Board of Supervisors of Election

Anne Arundel County Board of Election to made a presentation to the Board on the New Election Devices.

Election Project/ Status Pending Items:

1. Updating of in Office Election Working Deadline Calendar – Underway
2. Election Pamphlet – Recommended by Mayor's Transition Team on Boards and Commissions.
3. Creation of Position Checklist – underway

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 812 calls for service in November and a total of 9027 calls for 2015 with the following breakdown:

- EMS - 611 or 74%

- Fire – 136 or 16%
- Service – 48 or 7%
- Rescue – 8 or 2%
- Hazmat – 9 or 1%

Notable Incidents –November highlights:

11/7/15 - Fire/EMS support operations Eastport Tug of War event
 11/8/15 - EMS support operation - Bay Bridge Run
 11/9/15 - Shooting - 1321 Forest Drive
 11/9/15 - Water Rescue - Person in the Water - 80 Compromise Street
 11/13/15 - Pedestrian Struck - Serious Injury - West Street/Parole Street
 11/14/15 - Fire/HazMat/EOD support Operations Navy-Marine Corps Stadium
 11/17/15 - Pedestrian Struck - Child - 1210 Forest Drive
 11/18/15 - HAZMAT - Chemical Odor - 11 Marcs Court
 11/19/15 - Mayor's Public Safety Initiative for Annapolis Businesses
 11/22/15 - Dwelling Fire - 1239 Cherry Tree Lane
 11/22/15 - 121 Bay Drive
 11/24/15 - Explosive Services Unit investigating Bomb Threat - Franklin Street
 11/24/15 - Explosive Services Units - Suspicious Package USNA Mail Room
 11/27/15 - Shooting - 1903 Copeland Street
 11/27/15 - Shooting - 1338 Tyler Avenue
 11/30/15 - Explosive Services Units - Suspicious Package - Target - Towne Centre

- Completed 81 new fire safety building inspections and 19 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 24 smoke/CO alarms and conducted 4 public education events.
- Training hours completed – 1299
- ISO rating – Class 2
- The Department provided EMS service for the Annapolis Running Classic Race.
- The Department obtained Naloxone (Heroin) Training posters from the Health Department and our EMS Division is working with OEM to distribute them throughout the City.
- We are working with AAMC to upgrade the modems for our cardiac monitors. This will save the Department several thousand dollars.
- The Department provided First Aid Training at Mt. Olive Methodist Church.
- Our paramedics attended advance airway management training with Dr. Webb & Dr. Heller at AAMC.
- The Department Accident Injury Review Board (AIRB) met to review our vehicle accidents and injuries.
- The Fire & Explosive Services Unit responded to 13 Explosive Services Requests and 17 K-9 requests and completed 3 fire safety inspections. In addition they conducted 12 assist police responses and conducted two public education programs.
- Lt. Carroll Spriggs was re-elected to an additional two year term as the President of IAFF, Local 1926.
- Our Bike Medics and ATV Team assisted the County Fire Department with the annual Bay Bridge Run/Walk.
- The Department completed its preparation for winter weather - All snow chains checked, sand/salt supplies checked, snow blowers serviced, City snow removal policy reviewed, etc.

- This month's Fire Prevention Message banner is "Fireplace Safety – Can your ashes".
- The Department did a "Talk With" interview on WNAV radio for Holiday Fire Safety in the City.
- The Mayor's Office requested a list of achievements for the past two years. The Department submitted 126.
- Personnel completing final OSHA required training for calendar year 2015 - Trench Rescue.
- We appear to have worked out a deal with the Eastport Volunteers to use State Assistance to Volunteers Grant funds to purchase a new paramedic unit. This will save the City \$225,000. If all goes well, the Unit should be ordered in December.
- Received \$8,550 from the State to offset paramedic training costs.
- Reviewed YTD funds collected from EMS transport fees - In October we exceeded \$1 million in transport fees. We are projected to collect \$1.2-1.3 million for calendar year 2015. The rate increase that went into effect July 1, 2015 appears to have increased revenues by approximately \$5,000 per month.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00)
- For the month of November the Department used 776 hours of overtime at a cost of \$42,757.15 this represents a usage of 9.94% of our total annual budget available for overtime. Our YTD overtime expenditures are \$180,286.31 or 41.93% of our annual OT budget.
- We currently have three (3) personnel on long term disability and two (2) vacancies.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- The Fire Marshal's Office and OEM will conduct fire safety tours of downtown businesses. This year will include stores in the Eastport area. The dates are downtown 12/4 and Eastport 12/7.
- Holiday Christmas tree safety program – purchased door hangers to distribute to homes and businesses with live trees to remind citizens of the proper handling of live Christmas trees.
- Prepare for Military Bowl Football Game.
- Prepare for New Years Eve Events.
- Annual Christmas Party at Eastport Fire Station.

Emergency Management

Incidents and Events

- November 8, 2015 - 10k Across the Bay
 - OEM sent a CodeRED call to surrounding areas to advise of the influx of traffic and visitors for the 10k Across the Bay Race that took place on November 8th at the Bay Bridge. OEM notified over 25,000 residents in the City of Annapolis and Anne Arundel County. MIT provided technical assistance.
- November 12, 2015 – Coastal Flood Advisory
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the National Weather service issuing a Coastal Flood Advisory. High tide was expected to affect rush hour traffic with Dock St and Compromise St seeing potential flooding.

- November 19th, 2015 - Mayor's Public Safety Initiative for Annapolis Businesses
 - Mayor Pantelides presided over a workshop for Annapolis businesses in the Emergency Operations Center that included presentations from Fire, Police, and Emergency Management. Presenters discussed issues important to local businesses, including emergency action planning, civil protest, active shooters, vagrancy, suspicious packages, and more.
- November 20, 2015 – Annapolis Running Classic
 - OEM attended a planning meeting on November 17 to prepare for the Annapolis Running Classic, which brought thousands of runners to Annapolis. OEM also sent notifications of traffic closures through social media and the Prepare Me Annapolis app.

Planning

- Mayor Pantelides held the Mayor's Public Safety Initiative for Annapolis Businesses on November 19th as discussed above. The final planning meeting took place on November 9th.
- Emergency Management and Fire Marshal's staff convened a meeting on November 16th to plan the 2015 business outreach tour of local businesses. This year's event will take place on December 4th and 7th. Staff members will visit businesses on West St., Main St., Maryland Ave., Eastport, and City Dock to provide information on how to stay prepared and informed this winter, as well as to prepare for holiday crowds and practice fire safety. Staff recorded an interview with 1430 WNAV on the half hour "Talk With" program on November 25th to inform the public about the event.
- On November 10th, the Director of Emergency Management hosted a meeting with the Executive Director of the Maryland Emergency Management Agency in the Emergency Operations Center.
- OEM hosted a meeting of Urban Area Security Initiative officials on November 17th at the House of Delegates building. The meeting included an executive retreat and a general session.
- OEM Staff held a meeting on November 18th to update the Emergency Operation Plans Evacuation Annex. Representatives from the Annapolis Police, Department of Transportation, Fire, Public Works, Anne Arundel OEM and United States Naval Academy. Staff continues to develop and update additional annexes for upcoming meetings. OEM briefed senior City leadership on the Emergency Operations Plan update at the November 6th City Manager's meeting.
- OEM staff met with the Visit Annapolis and Anne Arundel County Visitor's Bureau to discuss the finalization of their Emergency Action Plan.
- SKA Studio Architects met with OEM staff to begin working on their Emergency Action Plan. They are looking forward to officially beginning the planning process in January.
- OEM Staff have participated in two United Way Campaign planning meetings on November 2nd and 17th. The United Way Chili Cook Off is planned for December 9th.
- OEM staff attended the City Council's Public Safety Committee Meeting on November 19th. OEM debriefed the committee on OEM's Drive Through Flu Clinic held on October 21st, and the Mayor's Public Safety Initiative for Annapolis Businesses planned for November 19th.
- OEM staff participated in a UASI Recovery Subcommittee conference call to review and compile documents to be dispersed at the scheduled subcommittee meeting on December 8th.
- OEM staff attended the November 23rd meeting of the Licensed Facilities Working Group at the Anne Arundel County Department of Aging and Disabilities to discuss plans and procedures related to nursing homes and assisted living facilities.
- OEM staff hosted a meeting of Annapolis Departments, the Naval Academy, Anne Arundel County, MEMA, and other partners to discuss the proposed march of the Brigade of Midshipmen through Annapolis on December 5th. Personnel decided not to proceed with the event after evaluating the logistics, cost, and potential disruptions to the area.

- Staff from OEM and the Department of Neighborhood and Environmental Programs traveled to Calvert County on November 30th to learn from their experiences with the Community Rating System. This meeting provided information that will help the City of Annapolis determine whether to apply for the Community Rating System.

Training/Exercise

- On November 9th, OEM staff began the process of discussing what went well during the Drive Through Flu Clinic and what could be improved for future Drive-Through events. These findings were compiled in a PowerPoint and presented at the After Action Meeting.
- On November 12th, OEM hosted the official After Action Meeting for the Drive Through Flu Clinic. All participating agencies and departments attended to discuss their thoughts and feedback from the event. A formal After Action Report will be compiled by OEM and given to all participating agencies and departments for review.
- OEM Staff assisted the Annapolis Fire Training Department and Fire Marshal's Office with the development of a presentation on the Fire Department's Performance Evaluation documents.

Outreach

- On November 6th, OEM presented to the Department Heads at the City Manager's Staff Meeting. The presentations included winter preparedness preparations and the update schedule for emergency operations plans.
- On November 18th, OEM staff attended the Association of Contingency Partners meeting held at the Exelon building in Owings Mills, Maryland. Local Emergency Management Officials from the Baltimore Region attended for a Meet and Greet of local businesses in the Baltimore Metropolitan Area and listened to a presentation from Exelon on their response to the Baltimore Riots that occurred in April.
- On November 24th, OEM staff created a Community Winter Preparedness presentation and sent it out to our community partners and posted it on the OEM website for winter preparedness.
- OEM attended a meeting at St. John's College with AFD, APD, Capitol Police and St. John's college to discuss the details of a Full Scale Exercise that will occur in the Spring of 2016.
- OEM created a presentation for volunteers who are a part of the Community Emergency Response Team (CERT) and are interested in becoming Parade Marshals for the City of Annapolis. They assist in numerous parades around the City during these special events.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 1,860 as of November 8th.
- OEM has increased its Twitter followers to 892.
- OEM has increased its Facebook 'likes' to 1,166.

Grants Management

- OEM continues to encumber funds in the FY 2014 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs.
- OEM staff attended a meeting of Urban Area Security Initiative grants and fiscal representatives in Howard County on November 10th.
- Accounts for FY 2015 UASI and SHSG grants have been approved and established.

November	
UASI FY 2014 WebEOC	\$1,131.58
UASI FY 2014 Bomb Squad	\$3,793.62
TOTAL UASI FY 2014	\$4,925.20
SHSG FY 2014 LE	\$2,489.48
TOTAL SHSG FY 2014	\$2,489.48
TOTAL November 2014 Grant Expenditures	\$7,414.68

Police Department

1. Personnel

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total
Current	105	23	8	3	11	5	155
Vacant	4	3	1	1	1	0	10
Total Allocated	109	26	9	4	12	5	165

- Ten officers were sidelined due to injury, illness and administrative issues.
- One officer resigned.
- Two officers completed field training.
- Two officers are attending the police academy.

2. Community Relations

Joins:

Officer Smikle reviewed 11 reports involving 20 juveniles during this period. Of these cases zero met the JOINS criteria. There are currently zero youth in the program and none completed the program in November. She conducted eight home visits and two school visits. Officer Smikle also completed the Fair and Impartial Policing Train the Trainer training with AACOPD.

Hispanic Liaison:

Mr. Hudson has been assisting CID with multiple investigations.

ALERT Grant:

Mrs. Hartlove attended and assisted with the EUMC Thanksgiving dinner. She filled in for the front desk receptionist. She helped plan the APD Thanksgiving dinners on 11/19. She rode along with Officer Smikle to check area of recent thefts from vehicles. She spoke to several residents about security surveys and scheduled a few for December.

Explorers POST 199:

The Annapolis Police Explorers had 4 meetings this month. We are going over one subject a month from now until National Conference. This month we went over Bomb Threat Response. The ATF put together a scenario based training for Law Enforcement Explorers. There are several parts to the training (response to incident, interviewing the call taker, searching for the bomb, and interview the suspect over the phone). The Explorers struggled with the interview over the phone. We are going to extend this training through the month of December.

Community Services Section attended the following meetings/events:

- CSAFE/ HEAT Team (1)
- Explorers Meeting/ Training/ Events (4)
- Honor Guard Training
- UASI PIO Meeting
- Most Wanted Tapings (1)
- SPIRIT Meeting
- Business Forum Planning & Meeting
- Lateral Interviews
- Covered for patrol several days
- Stanton Center Girls Club (2)
- City Council Public Safety Meeting
- APD Thanksgiving Meal
- Homeless Coalition Meeting
- Business Meeting at City Hall

- Asbury UMC coat drive
- Conducted Holiday patrol on 11/30
- Seeds for success
- AACo Community Action
- ESOL Prep Program

Upcoming Events:

- Explorers
- Stanton Center Girls Club
- UASI PIO Meeting
- Most Wanted
- HEAT Meeting
- Midnight Madness (2)
- Eleventh Hour (1)
- Chocolate Binge Festival
- Stanton Center Math Mall
- Neighborhood Safety Council Meeting
- Human Rights Committee planning meeting and meeting
- Shop with a Cop
- Santa Run
- Homeless Point in Time Count planning meeting
- Holiday Patrol
- Kindertime Toy Run

3. Special Events

NOVEMBER MEETINGS AND EVENTS 2015				
Date	Event / Meeting	Location	# Officers	Costs
11-01	Ripley Race	NAAA Stadium	18 Officers	\$1,839.94
11-01	1 st Sunday	1 st Blk West		
11-03	Good Government	Lawyers Mall		
11-05	V.P Meeting	Alumni Hall	Gibbs	
11-07	MRE Tug-O-War	City Dock		
11-08	ATB 10 K	NAAA Stadium	9 Officers	\$3,577.72
11-09	Navy Football Meeting	NAAA Stadium	Gibbs	
11-10	Parking Meeting	City Hall	Gibbs	

Officers arrested 4 people for handgun violations.

Building Activity

- ▶ **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Job is progressing.
- ▶ **Bay Area Christian Counseling (102 Solomons Island Road, #202 #BLD15-0573)** Permit issued 9/28/15 for tenant fit-out. Job is progressing.
- ▶ **Celebree Learning Center (504 S. Cherry Grove Avenue #GRD13-0041)** Permit issued 3/19/14 for grading for new commercial building. Bond reduction inspection of 1/16/15 failed as plantings were not installed. No change.
- ▶ **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Last Progress inspection done 5/11/15. No change.
- ▶ **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. Last inspection 4/8/15. No change.
- ▶ **Chesapeake Children's Museum (25 Silopanna Road #BLD13-0436)** Exterior repairs permit issued 6/26/13. Last inspection 7/29/15.
- ▶ **City Dock (#GRD15-0033)** Permit issued 10/27/15 for bulkhead replacement. Inspection done 11/2/15 but no work has started yet.
- ▶ **CVS (975 Bay Ridge Rd-#BLD15-0344)** Permit issued 10/7/15 for interior alterations to add optometry office. Permit finalized 12/9/15.
- ▶ **Downtown Hope (255 West Street #BLD15-0343)** Permit issued 7/22/15 for renovations for new tenant. Job is progressing.
- ▶ **Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080)**-Permit issued 7/20/15 for interior alterations. Progress inspection 10/28/15.
- ▶ **Drs. Steele & Green (45 Old Solomons Island Road, Suite 203 & 205 #BLD15-0429)** Permit issued 7/16/15 for tenant fit-out for new chiropractor's office. Permit finalized 12/4/15.
- ▶ **Eastport Elementary School (420 Fifth Street #GRD15-0015)** Grading permit issued 9/3/15 for addition. Progress inspection 11/24/15 passed.
- ▶ **Eastport Elementary School (420 Fifth Street #BLD15-0196)** Permit issued 9/3/15 for Kindergarten addition. Job is progressing.

- ▶ **Georgetown East Elementary School (111 Dogwood Road #GRD15-0031)** – Grading permit issued 9/11/15 for addition. Progress inspection of 11/24/15 passed.

- ▶ **Georgetown East Elementary School (111 Dogwood Road #BLD14-0783)** Permit issued 9/11/15 for Kindergarten addition. Slab inspection of 11/24/15 passed.

- ▶ **Governor Calvert House (58 State Circle-#BLD15-0155 & BLD15-0156)** Permit issued 6/4/15 for interior renovations to rooms and public spaces. Guest rooms close to final. (#BLD15-0156).

- ▶ **Lighthouse Bistro (202 West St, #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro.

- ▶ **Maryland Inn (16 Church Circle #BLD15-0160 & #BLD15-0161)** Permit issued 6/5/15 for interior renovations to rooms and public spaces. Permit finalized 12/1/15.

- ▶ **Maynard Burgess House (163 Duke of Gloucester St #BLD13-0538)** Permit issued for exterior repairs 11/12/14. No recent activity.

- ▶ **New Brown Salon & Spa (15 West Street #DEM15-0026)** Permit issued 8/25/15 for interior demolition only . No inspections to date.

- ▶ **New Salvo Auto Parts Store (601 Chinquapin Round Road –DEM15-0025)** Permit issued 8/24/15 for interior demolition only. No inspections to date.

- ▶ **Osteria (177 Main Street #BLD12-0932)** Permit issued 4/10/13 to add seating in basement. Has major plumbing issues. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. A new grease interceptor is being planned as part of a future bar renovation. No change.

- ▶ **The Read Bean (220-222 Main St - #BLD15-0585)** – Permit issued 11/17/15 for interior alterations for new coffee and ice cream shop.

- ▶ **Robert Johnson House (23 State Circle #BLD15-0157 & #BLD15-0161)** Permit issued 6/5/15 for interior renovations to rooms and public spaces. BLD15-0157 finalized 11/25/15; BLD15-0161 finalized 12/1/15.

- ▶ **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 10/14/15 failed. Site needs to be stabilized.

- ▶ **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.

- ▶ **Salvo Auto Parts (601 Chinquapin Round Rd-#BLD15-0481)** Permit issued 10/5/15 for tenant fit-out. Permit finalized 11/23/15.

- ▶ **Soul Restaurant (509 S. Cherry Grove #DEM15-0029 formerly Five Guys)** Permit issued 9/23/15 for interior demolition. Permit finalized 11/16/15.

- ▶ **Soul Restaurant (509 S. Cherry Grove #BLD15-0556)** Permit issued 10/13/15 for interior alterations for new restaurant.
- ▶ **Spa Gate Development (701-711 Shelton Avenue BLD12-0507)** New Townhomes – Job is almost complete with the exception of some landscaping and exterior work.
- ▶ **Taco Bell (1803 West St-#BLD15-0531)** Permit issued 10/8/15 for new fast food restaurant. Insulation inspection passed 11/30/15.
- ▶ **USNA Stadium (511 Taylor Avenue #GRD14-0022)** Permit issued 6/25/14 for grading for next construction phase. Permit finalized 11/25/15.
- ▶ **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Townhouses are under construction. Job is progressing.
- ▶ **West Annapolis Elementary School (210 Annapolis Street #BLD14-0293)** Permit issued 12/12/14 for addition and alterations. Job is progressing.
- ▶ **West Annapolis Elementary School (210 Annapolis Street #GRD14-0016)** Permit issued 12/12/14 for grading for addition. Progress inspection 10/23/15.
- ▶ **York Flowers (420 Chinquapin Round Rd, #1C - #BLD15-0599)** Permit issued 11/18/15 for tenant fit out.
- ▶ **1801 West Street, #104 (#Bld15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop.
- ▶ **1833 West Street (formerly Tate Dodge-#DEM15-0011)** Permit issued 10/15/15 to demolish existing building. Finalized 11/13/15.
- ▶ **1833 West Street (#GRD15-0011 – New Criswell Audi Building)** Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.
- ▶ **1833 West Street (#BLD15-0204 – New Criswell Audi Building)** Permit issued 10/2/15 for new commercial building. Footing inspection of 12/11/15 failed.
- ▶ **505 Oaklawn Avenue (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. Progress inspection 12/8/15.

Planning Activity

Comprehensive Planning

- Nov. 2: Meeting with Wayfinding fabricators
- Nov. 2: Attended Annapolis Education Commission to discuss APF for Schools Ordinance

- Managed bids for Bay Village Traffic Impact study
- Nov. 5: Took O-41-15, updated zoning maps to Planning Commission. Planning Commission recommended approval of ordinance.
- Nov. 10: Attended Rules Committee for APF Schools
- Nov. 16: Held Upper West Street Sector Study kickoff meeting with consultants
- Nov. 23: Met with consultant to prepare for Eastport Traffic Study Open House meeting, Dec. 8
- Continued to develop and refine course ideas for PALS

Current Planning

1. Monthly News/New Projects

- Administrative Adjustment (ADJ2015-028) for Michael Burch, for reduced front and rear yard setbacks to construct an attached 16' x 40' garage with bedroom above, located at 1410 Regent St.,
- Site Design Plan Review (SDP2015-061) for Dean Slaughter, for replacement of the existing residence with a new structure on the same footprint, including grading & tree removal/mitigation in the critical area, located at 705 Glendon Ave.,
- Administrative Adjustment (ADJ2015-027) for Dean Slaughter, for a 20% reduction to the average front yard setback to construct a new single-family dwelling, located at 705 Glendon Ave.,
- Administrative Interpretation (ADM2015-004) for 15 West Street, LLC, to waive the parking requirements for change of use as no parking is available for the property, located at 15 West St.,
- Subdivision (SUB2015-008) for Robert Adams, to consolidate existing parcels into one lot, located at George Ave.,
- Site Design Plan Review (SDP2015-063) for State Street Holdings, LLC, to redevelop the property known as Sarles Boatyard and Petrini Shipyard, to include a 30,000 sq.ft. maritime center, marine repair/fabrication, maritime offices, 2,000 restaurant, in-water boat storage, below-grade and above-grade parking and relocating eight existing residences

2. Major Planned Actions

- Planning Commission, December 3, 2015

NO Public Hearings and Deliberations:

- Board of Appeals, December 1, 2015

Public Hearings and Deliberations:

1. SE2015-005—Special Exception: by SPAH, LLC; Anne t. Pobiak and the Marital Trust and Shannie Properties, LLC, Property Owners and Iron Roster-Annapolis, LLC, business owners for an expansion of a standard restaurant with alcoholic beverage service on property located at 12, 14, 16 Market Space

Community Development

1. Community Development Block Grant

Working with Central Services and Public Works, attended a pre-Worked with Central Services and Public Works for Stanton Center door replacement project. Reviewed bids for the project which ranged from approximately \$56,000 to \$150,000. After checking references, project awarded to lowest bidder.

Performed routine grant administrative duties such as processing requests for payment, overseeing housing rehabilitation program, entering information into IDIS, developing budget for FY 2017, etc.

Attended a Fair Housing workshop sponsored by BNI on all the regulations and laws that pertain to Fair Housing and federal funding. Disseminated information to Human Relations Committee.

Attended the “ground breaking” for the Light House 206 West Café project which will include a café and four permanent supportive housing units. The CDBG program provided about \$43,000 in funding for the project.

2. Homeless

Attended Anne Arundel County and Annapolis Partnership to end Homelessness board meeting to review Continuum of Care application to HUD. ACDS submitted application for Sarah’ House, Anchor House, Arundel House of Hope and others. Funding for all projects typically totals around \$2.4 M.

Attended the bimonthly Continuum of Care (CoC) partnership meeting which also focused on this year’s CoC application.

3. MPDU Program

Legislation to include the U.S. Naval Academy as an eligible place of employment for the MPDU Program passed. Will revise maps, web page, application etc. once legislation is signed.

Worked with HR to solicit applications from city employees for the for two MPDU rental units at the Point that recently became available. There is currently no waiting list for the units.

4. Miscellaneous

Assisted with data and information on R-25-15, waiving of fees for parking.

Attended Anne County Affordable Housing Coalition meeting. Worked on ways to promote affordable housing in the County.

Participated in Arundel Lodge focus group to provide input for the Arundel Lodge Strategic Plan.

Historic Preservation

1. Historic Preservation Commission

32 Administrative applications were reviewed, approved and issued by staff.

Total estimated costs of approved applications

Private - \$328,382.23

Public - \$3,500.00

3 Public Hearing approvals issued.

Total estimated costs of approved applications

Private - \$88,300.00

Public - \$0

2. Hazard Mitigation Planning for Historic District

- HPD Staff continues to participate in the USNA Sea Level Rise Advisory Council. Presentation on long-term SLR projections out to 2100.
- Continuing coordination on Englander Visit, set for Jan. 28 - 30. Have secured Chesapeake Bay Foundation as partner. Set up Editorial Board meeting for Jan. 28 to include Mayor and Mr. Englander.
- Conducted tour of Annapolis flood mitigation area for 50 National Preservation Conference attendees in partnership with USNA.
- HPD / OEM received preliminary notice that the MEMA/FEMA Planning Grant for the Historic District Cultural Resource Hazard Mitigation Plan has been forwarded for further review. MEMA indicated that this likely means the project will be funded for upwards of \$106,000. Funding would support project staff / consultant services for the drafting of the plan & implementation document.
- Hazard Mitigation public outreach process nominated for Maryland Historical Trust preservation award.

3. Cultural Landscape Survey / Report

- NPS completing data analysis, including public input regarding priority viewsheds and resources within City Dock area / Historic District. Preliminary GIS maps generated. Presentation to City Council Work Session scheduled for January 21.
- HPD Staff reviewed all public & professional input to prioritization of viewsheds/streetscape and historic resources within study area and developed an inventory of primary resources for protection.

4. HPC Education/Outreach

- Presented at National Trust for Historic Preservation headquarters on work completed to date for Cultural Resource Hazard Mitigation Plan.

5. HPC Enforcement

- 2 Maryland Avenue - Court denied appeal for reconsideration of Judge's decision to require property owner to apply to HPC for after-the-fact approval of replacement vinyl windows.
- 51 West St. - City to join with property owner in filing for declaratory judgement regarding mural alteration at 51 West. St.

6. City Property Activities

- Reviewed final draft lease for Old Rec. Center. Reviewed minor alterations to bulkhead project.
- Reviewed replacement tree list provided by DNEP as a condition of COA issued for removal of Bradford Pear trees.
- Conducted site visit of Maynard Burgess House with Historic Annapolis, Lewis Construction, HPC Chair, DPW to review work completed, discuss next phase of work and potential acquisition of property by Historic Annapolis.

7. Heritage Commission

- Heritage Commission met Nov. 4 to discuss Maryland Day Scavenger Hunt program / brochure - 4th in the "Walk Annapolis" series. Discussed possible dates for Living Landmarks awards with additional nominees discussed. Reviewed status of elementary school historic project.

8. Main Street Program

- Transitioned files / electronic documents relevant to City's Economic Development Division to Economic Development Manager

9. Financial and Activity Report

Account Name	Allocated	Expended	Current Balance
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0
Arts & Entertainment Dist.	\$15,000.00	\$0	\$15,000.00
Heritage Commission	\$5,000.00	\$0	\$5,000.00
Downtown Annap. Prtnrshp.	\$50,000.00	\$11,235.20	\$38,764.80
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$8,425.12	\$26,574.88
HPC Consultants	\$15,000.00	\$0	\$15,000.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$35,507.00
DNR Grant	\$46,388.00	\$30,406.99	\$15,981.01

Grants secured by HPD - Open (\$66,388)

- DNR / NOAA - \$46,388
 - Status: Extension granted through December 30 for completion of draft Design Guidelines and Hazard Mitigation Plan Outline.
- Urban Land Institute - Baltimore Chapter - \$20,000
 - Status: ULI - Baltimore Chapter serving as fiscal agent for public outreach for Cultural Resource Hazard Mitigation Plan. Includes contracting directly with John Englander for 3-day workshop in January and for professional expertise for future design charette.

Grants applied for by HPD - Pending (\$106,612.50)

- MEMA/FEMA Planning Grant - \$106,612.50
 - Status: MEMA has notified OEM that the application has been forwarded for additional review. MEMA anticipates approval with funding available after January 1. No award letter yet received. Three-year grant.

Economic Development

Business-support guidance and outreach efforts to retain and attract businesses

- Participated in 24 meetings with businesses and organizations, including several startups, several with retention/expansion issues and several with development-shepherding concerns
- Conducted property searches for 3 companies
- Assisted in determining solutions for the downtown business community's holiday parking to mitigate challenges during City Dock construction
- Attended the Annapolis Partnership's first Board meeting and launch event, interviewed potential Executive Directors and reviewed two of its DHCD Main Street grant proposals
- Attended numerous business-community events: AAACCC Economic Forum, TEDCO's Entrepreneur Exchange conference, PACE Lending Workshop, Office of Emergency Management Business Safety and Recovery Workshop, and the Community Foundation of Anne Arundel County's Celebration of Philanthropy Awards Luncheon

Other economic development activities

- Attended the City's Monthly Business Leaders Meeting, West Street Sector Study Kick-Off Meeting and the HPD historic valuation study
- Participated in discussions with ED Stakeholders: Jared Littman (introduction meeting), Joe Budge, et. al. (re: Itinerant Merchant Ordinance)
- Attended AAEDC weekly staff meetings and Board Retreat
- Continued preparing AAEDC's business database to be able to obtain Annapolis-only reporting data (vs. all-County)
- Shepherded the completion of the scope and contract documentation for the Crystal Spring Market Assessment Study (Crystal Spring-paid study) from BEACON as required from the developer by the Planning Commission
- Conducted research to prepare for developing the scope of the Maritime Study (economic and zoning) as requested by the Council
- Continued to develop an Economic Development Plan with goals and objectives that build on the priorities identified in the City Code, Transition Team reports, the City's Comprehensive Plan, Sector Studies, and other guiding studies and documents, as well as shared priorities of local ED Stakeholders and the County and State Plans

Recreation and Parks

Recreation

- Get Smart Club (After School Homework Program) continued at Stanton Center and Annapolis Walk.
- Friday Night Out, STAIR and Literacy Counts, DAFINA and Stem Academy are all happening at the Stanton Center. 12 Community and Organizational Meetings and 6 Events took place at the Stanton Center.
- Personal Training- 88 hours
- Fitness class participants for the month - 1,425
- Mighty Milers running program was held on Nov. 17th at Annapolis High School Track. 10 Elementary schools participated with 277 runners. There were 12 Midshipmen Guest Coaches for the season. The Navy Marathon team came out to run with the Milers. This was funded by the Baltimore Ravens Play 60 Grant.
- Winter Youth Basketball league Registration has concluded – 44 teams will participate with play beginning in December.
- 31 Sports rentals during November.
- Ballet, Tap and Jazz classes continue until December along with Jazz and Hip Hop classes.
- The second of a series of “Kids Day In” (program for kids when school is out) was held on Nov. 23 & 24 and had 34 children attend.
- Latchkey Child Care staff took multiple continued training hours to keep compliant with Maryland State Department of Education Office of Child Care Regulations.
- Latchkey programs at the 7 Annapolis Elementary Schools completed the first level of the Maryland Excel program (A Quality assurance program for child care in Maryland) in addition to State Licensed Child Care.
- In partnership with the United States Naval Academy (USNA) “Scores for Schools Program” the Stanton Center received 60 tickets per game for Women’s B-ball– vs. Air Force on Dec. 21st , vs Bucknell on Dec. 30th, vs Loyola on Feb. 10th, 2016. Zastro Simms Youth Basketball League teams are scheduled to scrimmage after each game at Alumni Hall.

Parks

- All Park Facilities and Water Fountains have been winterized.
- All of the major repairs to the turf areas have been made.
- Parks crews have been doing several building cleanups (Boathouse Storage area and the Backcreek Building)
- All of the department irrigation sites have been winterized.
- All bi-annual playground inspections have been completed, as well any minor repairs.
- Anchor Aquatics returned to Truxtun Pool, after making the first repair, and found NO additional leaks were detected in the pool return line(s).
- Repaired broken tiles in the entrance area of the Pip Moyer Recreation Center (PMRC).
- One of the motors on court 1 that raise and lower the basketball rim was fixed.

- Marisa Wittlinger, Horticulturalist attended the Bee City USA meeting with other City and County staff. The City and County are working together to obtain our Bee City USA certification in Spring 2016.
- A rain garden renovation at Amos Garrett Park has been completed.
- Staff is working with the National Wildlife Federation on post certification criteria for our Community Wildlife Habitat certification.
- A new memorial bench is being installed at Ellen O. Moyer Nature Park.
- The Law Office, Art in Public Place Commission members, and Rec and Parks staff are working together to create contracts for the 2016 AIPPC summer concert performers which will take place at City Dock.

Harbormaster

- Due to the construction projects available docking space is limited to only ten slip.
- Boat Show Management delivered a Dock Rental Revenue Check for the Fall Boat Shows in the amount of \$440,180.87 to the City Council.
- Working on new Boat Show leases for Fall 2019 and Spring 2016. The Fall 2019 lease passed City Council at the end of Oct., and the Spring 2016 passed the Council in November. We are now working on leases for Spring, 2017, Spring 2018 and Spring 2019.
- The contract for our grant funded (87.5%) Mooring improvement project was executed in November with the successful bidder, Murtech Marine. The Government Furnished Equipment (GFE) has been received. Construction is expected to begin after New Year's and to complete by mid-March, 2016.
- Corrections of excessive vibration problems in pumpout boat DAHLGREN and testing are ongoing at Metalcraft Marine (the boat builder) in Kingston, Ontario. Two of three warranty complaints have been completed. Additional engine manufacturer problems have been identified. We now anticipate the boat will not return to service before the end of December.

Transportation

Monthly News

Status of Capital Projects

1. HVAC – equipment has been delivered and installation has begun; expected completion date is December 2015.
2. Bus Wash Facility – completed
3. Operations Control Center – renovation of command center and the new offices is completed.
4. Facility Lighting and Surveillance System – installation of facility surveillance cameras is completed; installation of new lighting has begun.
5. Tire Storage Facility – completed

Activity Report

Parking

Table 1. Parking Garages – Revenue and Vehicles Parked, November 2015

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$131,710.83	15,680
Hillman	\$178,718.09	21,273
Knighton	\$33,143.76	4,771
Park Place	\$115,877.45	8,530
South Street Lot	\$12,274.94	1,254
Larkin Street Lot	\$11,264.95	50
Total	\$482,990.02	51,558

On-Street Parking, November 2015

Citations	1,396
Revenue	\$46,296

Transit Operations

A. November 2015 Ridership and Farebox Revenue

Total ridership in November 2015 was 35,349, down by 27.74% compared to November 2014 (Table 2). System-wide, this is the eleventh consecutive month of significant reductions in ridership since the implementation of service reductions in November 2014.

Table 2. November 2015 Unlinked Passenger Trips

Route	November 2015	November 2014	% Change
Red	4,865	5793	-16.02%
Yellow	2,596	2589	0.27%
Green	7,665	8013	-4.34%
Orange	1,898	1550	22.45%

Gold	2,458	5404	-54.52%
Brown	5,725	9175	-37.60%
Purple	3,533	3826	-7.66%
Circulator (city side)	2,460	9397	-73.82%
State Shuttle	3,689	2854	29.26%
Paratransit	460	315	46.03%
Total	35,349	48,916	-27.74%

Table 3. November 2015 Farebox Revenue

Route	November 2015	November 2014	% Change
Red	\$7,731	7005	10.36%
Yellow	\$1,680	1324	26.89%
Green	\$10,365	9545	8.59%
Orange	\$2,637	2158	22.20%
Gold	\$3,095	6106	-49.31%
Brown	\$10,062	11421	-11.90%
Purple	\$4,062	3991	1.78%
Circulator*	\$2,622	0	0.00%
State Shuttle**	\$489	555	-11.89%
Paratransit	\$522	693	-24.68%
Total	\$43,265	\$42,798	1.09%

*Circulator was free in November 2014

**Excludes fares from State employees

B. Vacant Positions

Vehicle Operators: 2 vacant positions

Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period November 5 through December 2, 2015

Parking Enforcement Officers & Parking Meter Technicians

Overtime: 6 hours
Leave (sick, vacation and personal, etc): 272.5 hours

Transit Vehicle Operations – Bus Operators only

Overtime: 274.5 hours
Leave (sick, vacation and personal, etc): 536.5 hours

Transit Supervision

Overtime: 217.5 hours
Leave (sick, vacation and personal, etc): 144 hours

Vehicle Maintenance

Overtime: 17 hours
Leave (sick, vacation and personal, etc): 136 hours

Special Events

1. Bay Bridge 10K Walk on November 6-8, 2015: 29 hours of shuttle service.
2. National Preservation: Two (2) hours of shuttle service